

## Guidelines for Accessing and Turning-In Daily Work Mrs. Gulamali – Douglas Anderson School of the Arts



- 1) All assignment will be posted to my class website at [www.MrsGulamali.com](http://www.MrsGulamali.com), as well as in our Microsoft TEAMS site. You have the option to print out worksheets and handouts, but printing is not required. Problems can be copied to a separate sheet of paper, just as you would with a textbook assignment. Please be sure that your work is carefully labeled, and has your name on the top right corner.
  
- 2) All students will turn in their work digitally. Turning in assignments will be done online through Focus. It will be a 3-part process.
  - a. Scan your documents – You will need to scan your work pages as a single .pdf file. This can most easily be done with your smart-phone.
  - b. Save your Scans – You will need to save the file you just scanned to a cloud-based location as an easy way to get the .pdf file from your phone to your computer. Make sure you save the file with a clear name, so that each assignment is easy to find, and clearly labeled.
  - c. Upload the work file to Focus – Once scanned and saved, you will be uploading your .pdf file to the Focus Portal to be viewed and graded. I will be able to give you feedback directly on your file, so you can go back and read any notes that I have provided.

It sounds so easy, right? Now let me give you some more specific instructions as to how you can do all of that easily! Most of the answers are in [Microsoft OneDrive](#).

The Microsoft Office tools (Word, PowerPoint, Excel, Teams, OneDrive, and others) are all FREE to DCPS students. Once you have downloaded them from the App Store, or website, you just need to use your DCPS username and password to activate them on your cell phones and/or personal computers. The Microsoft OneDrive app handles the first two steps outlined above (scanning and saving).

There is a camera icon that allows you to scan a multiple page document as a single .pdf file. (It is important to remember, you are NOT just taking pictures of your work, you are scanning them as a.pdf file.) If your file is multiple pages, just click “add new” to scan additional pages.

OneDrive then allows you to create folders to save your work online. You can create folders for each of your classes, and those files will be available to you on your personal computer, as well as school computers.

For specific instructions for uploading your files to Focus, follow these steps:

Go to the DCPS Blended Learning page, or open this link:

<https://dcps.duvalschools.org/domain/5286>

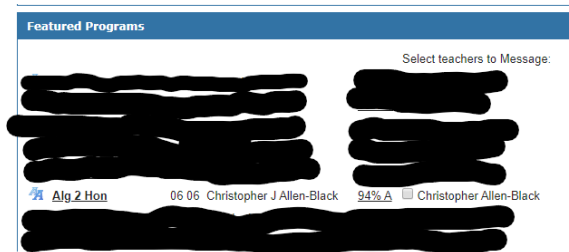


Scroll down a little bit and click on the Focus icon, which is highlighted in the image.

Blended Learning Platform	Contact #	Support Site
Achieve 3000	877-225-2525 M-F 7:30AM - 10:30PM EST	<a href="#">Click here for Support</a>
Algebra Nation	888-608-6284	<a href="#">Click here for Support</a>
Focus	877-410-6637 M-F 7:00AM - 6:00PM EST	<a href="#">Click here for Support</a>
I-Ready Reading I-Ready Math	800-225-0248 M-F 7:00AM - 6:00PM EST	<a href="#">Click here for support</a> (you must be logged in to access this site).
axis360	axis360	<a href="#">Click here for support</a> (you must be logged in to access this site).

When you click on it, you will be prompted with a sign in screen. Log in with your school password.

You will see all your classes under “Featured Programs”. Click whichever class you’re uploading an assignment to.

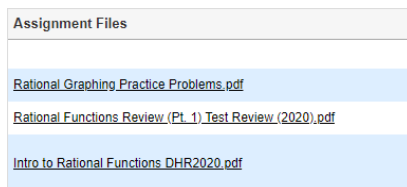


Current grade in class: 94% A

Assignment	Points	Grade	Comments	Assigned	Due	Category	Assignment Files	Date Last Modified	Student Files
23 Demos.com Rational Card Sort	NO / 5	Not Graded		Mar 30, 2020 9:14 PM	Apr 3, 2020 11:59 PM	Classwork / Homework			No Assignment Uploading
24 Rational Graphing Practice Problems	NO / 5	Not Graded		Mar 26, 2020 9:16 AM	Apr 3, 2020 11:59 PM	Classwork / Homework	<a href="#">Rational Graphing Practice Problems.pdf</a>		<a href="#">Edit/Upload</a>
25 Rational Functions Test Review	NO / 5	Not Graded		Mar 28, 2020 9:18 PM	Apr 3, 2020 11:59 PM	Classwork / Homework	<a href="#">Rational Functions Review (Pt. 1) Test Review (2020).pdf</a>		<a href="#">Edit/Upload</a>
22 Intro to Rational Functions	5 / 5	100%		Mar 23, 2020 10:59 AM	Mar 27, 2020 11:59 PM	Classwork / Homework	<a href="#">Intro to Rational Functions DHR2020.pdf</a>	March 23, 2020, 9:59 pm	<a href="#">homework.pdf</a> <a href="#">Edit/Upload</a>
211 DeltaMath.com Factoring Review	5 / 5	100%		Mar 23, 2020 10:07 AM	Mar 27, 2020 11:59 PM	Classwork / Homework		March 30, 2020, 11:33 am	No Assignment Uploading
20 Reciprocal Family Graphs	NO / 5	Not Graded		Mar 5, 2020 9:45 PM	Mar 27, 2020 11:59 PM	Classwork / Homework	<a href="#">Reciprocal Function Family Graphs.pdf</a>		<a href="#">Edit/Upload</a>
19 Variation VIP & Recip function	0 / 5	0%		Mar 3, 2020 9:41 PM	Mar 5, 2020 9:41 PM	Classwork / Homework		March 6, 2020, 2:59 pm	No Assignment Uploading
18 Log Unit TEST	98 / 100	98%		Feb 28, 2020 12:59 PM	Feb 28, 2020 12:59 PM	Tests & Quizzes		March 18, 2020, 9:59 pm	No Assignment Uploading
17 Log Unit Review	5 / 5	100%		Feb 28, 2020 12:59 PM	Feb 28, 2020 12:59 PM	Classwork / Homework		March 2, 2020, 6:27 pm	No Assignment Uploading
16 Solving Exponential & Log Equations	5 / 5	100%		Feb 18, 2020 9:34 PM	Feb 24, 2020 9:34 PM	Classwork / Homework		March 2, 2020, 6:24 pm	No Assignment Uploading
16 Exponential Word Problems w/ Logs	5 / 5	100%		Feb 28, 2020 12:55 PM	Feb 24, 2020 12:55 PM	Classwork / Homework		March 2, 2020, 6:25 pm	No Assignment Uploading
14 Properties of Logs VS	5 / 5	100%		Feb 13, 2020 9:31 PM	Feb 18, 2020 9:31 PM	Classwork / Homework		February 18, 2020, 4:48 pm	No Assignment Uploading
13 Graphs of Logs	5 / 5	100%		Feb 11, 2020 9:07 PM	Feb 13, 2020 9:07 PM	Classwork / Homework		February 13, 2020, 4:23 pm	No Assignment Uploading

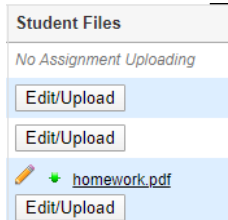
You’ll see a page with all of your assignments. If you want to...

Download:



Click on the document from “Assignment Files”

Upload:



Click “Edit/Upload” and select the file you want to turn in.